

# Recording Requirements

Washington State Document Standardization law became effective January 1, 1997.

Recorded documents (except mylars) are subject to the following requirements:

The first page of all documents must have:

- A three-inch (3) margin at the top of the page and a one-inch (1) margin on the sides and bottom
- The return address must be in the upper left-hand corner of the page within the 3" inch top margin
- The title or titles of the document to be recorded
- Reference number of documents assigned or released (if applicable)
- The names of the grantors and grantees with reference to the page number where additional names can be found
- An abbreviated legal description of the property, (section/township/range ¼ ¼ or lot/block/plat)
- The property tax parcel number

All subsequent pages must have a 1" margin on all sides.

No attachments, except firmly attached bar code or address labels, may be affixed to the document.

The paper must be of a weight and color capable of producing a legible image and must not be larger than 8.5" wide by 14" long.

The font size must be 8 point type or larger.

If a document presented for recording does not contain the information required in the proper format as listed above, a cover sheet will be required. When a cover sheet is used, an additional page fee of \$1.00 will be charged for the cover sheet.

Effective August 2, 1999 documents that must be recorded immediately but do not meet margin and font size requirements may be recorded for an additional fee of fifty dollars. The person preparing the documents for recording must sign a statement which must be attached to the document and must read as follows: "I am requesting an emergency nonstandard recording for an additional fee as provided in RCW 36.18.010. I understand that the recording processing requirements may cover up or otherwise obscure some part of the text of the original documents."